

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. C-180

PAGE NO. 1.

Requesting Agency

HARFORD COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF EDUCATION, Transportation and
School Lunch Program

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. TRANSPORTATION ESTIMATES SUMMARYForm No.: A & F 9/55, T 6-A & F & R 4/58
Size: 8 1/2" x 11"
Dates: 1950 - -
Quantity: 1/2 file drawer

An annual summary is prepared for costs of transporting public school pupils at public expense giving the type of facility, the number of units required, the number of routes, trips and pupils to be transported with the estimated cost. The summary is made in duplicate; the copy is filed in the office and the original is forwarded to the State Department of Education, where they are retained from five years or until audited, whichever is later, and then destroyed (Schedule #348, Item 4).

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

2. REQUEST FOR APPROVAL OF CHANGE IN PUBLIC SCHOOL TRANSPORTATION CONTRACTForm No.: T-1 A & F 8-57
Size: 8 1/2" x 11"
Dates: 1950 - -
Quantity: 1/2 file drawer
File Arrangement: Chronological

In order to change or add school bus routes a form is prepared in duplicate for submission to the State Department of Education for approval; school transportation in Harford County is paid entirely

7. Agency, Division or Bureau Representative

Business Manager

3/17/1961

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/28/1961
Date

Archivist

APR 5 1961
Date

Secretary

APPROVED
HALL OF RECORDS COMMISSION

LIST FOR RECORDS RETENTION SCHEDULE (Continuation Sheet)

SCHEDULE **180**
NO.PAGE
NO. **2.**

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.
6. Recommendation of Hall of Records and Board of Public Works.

from State funds. The form gives the date, the previous and requested contract costs, an explanation of previous and requested route changes, the identifying number of the bus with its previous and present value, bus capacity and tire size, bus make and year, the names of the contractor and driver and the driver's daily salary. Both the original and duplicate are sent to the State Department where the duplicate copy is filed and the original is approved, signed, and returned to the local board. The State Department retains its copy for five years, or until audited, whichever is later, and then destroys it (Schedule No. 348, Item 4).

RECOMMENDATION: RETAIN FOR THE DURATION OF THE CONTRACT AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

3. SCHOOL LUNCH PROGRAM DIRECT DISTRIBUTION REPORTS

Size: 8½" x 11"

Dates: 1950 - -

Quantity: ½ file drawer

File Arrangement: Chronological

Tri-annual inventory reports are made in November, March, and June to the State Department of Education reporting food on hand which has been directly distributed to the county schools by the United States Department of Agriculture giving the name of the school, and the type and number of food units remaining. The file is composed of duplicate copy of the report and contains in addition a small quantity of correspondence with Federal and State agencies regarding the direct distribution program. These reports are retained by the State Department for three years or until all requirements are met, whichever is later, and then destroyed (Schedule No. 349, Item 2).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. CLAIMS FOR FEDERAL REIMBURSEMENT - SCHOOL LUNCH PROGRAM

Size: 9" x 12" sheets

Dates: 1955 - -

Quantity: 1 file drawer, 1 bundle

File Arrangement: Alphabetical by school

Disposable Amount: 2 cubic feet

Monthly claims for reimbursement from Federal funds under the school lunch program are made for each school on forms supplied by the State Department of Education giving the name and address of the school, the number of lunches served and the total cost to the pupils, the number of free lunches and the amount of reimbursement claimed, the number of half-pints of milk purchased, the price paid to the producer and the selling price, and the amount of reimbursement claimed. This record is prepared in triplicate and is

APPROVED BY
BOARD OF PUBLIC WORKS

APR 5 1961

Andrew H. H. H.

SECRETARY

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HALL OF RECORDS COMMISSION

LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

signed by the school principal who retains one copy for the school files and forwards the original and second copy to the County Board of Education for the signature of the Superintendent of Schools. The copy is filed and the original is then sent to the State Department of Education for transmittal to the United States Department of Agriculture for payment. Included in this file is a combined monthly report for all county schools, prepared in duplicate by the Board from the unit reports. Both copies are sent to the State Department of Education where the original is filed and the copy is receipted, dated and returned to the County Board. In addition, each school principal includes with his reimbursement claim a financial statement of operations giving itemized income and expenditures, totals, and the final balance which must equal the reconciled bank balance less accounts payable and plus reimbursements claimed but not received and the reconciled cash balance. Some general correspondence is included in this file. Claims records are retained by the State Department for three years or until all audit requirements are met, whichever is later, and then destroyed (Schedule No. 349, Items 5 and 6).

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

5. SURPLUS COMMODITY DISTRIBUTION RECEIPTS

Size: 5" x 5" slips

Dates: 1955 - -

File Arrangement: Alphabetically by school, then chronologically

This file is composed of receipts for directly distributed food for the school-lunch program giving the date, the name of the school, the commodity, the number and section of the Federal statute under which the food is distributed, the period of time in which the food is to be utilized and the guide rate (pounds/child/month) for its use in that period. These receipts are prepared by the Board in triplicate and are signed by the person receiving the commodity at the school, usually the cafeteria manager. The original is retained by the cafeteria manager for his file, the second copy is sent to the principal who signs and mails it to the local Board, and the third copy is returned directly by the distributor to the Board as a temporary receipt until the principal's copy has been received. The recommendation below applies only to the original retained by the school cafeteria and the copy signed by the principal of the school. The copy returned by the distributor is non-record within the meaning of the statute governing non-record material (Art. 41, Section 179, Annotated Code of Maryland, 1957 Edition), and may be destroyed when the Board receives the copy signed by the school principal.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

APPROVED BY
BOARD OF PUBLIC WORKS

APR 5 1961

Andrew Steubert, Jr.

SECRETARY

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